

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

An Ordinance approving the appropriations of the 2016 revised City of Everett Budget and amending Ordinance No. 3487-16.

<u>7/13/16</u>	Briefing
_____	Proposed Action
_____	Consent
_____	Action
<u>7/13/16</u>	First Reading
<u>7/20/16</u>	Second Reading
<u>7/27/16</u>	Third Reading
_____	Public Hearing
_____	Budget Advisory

COUNCIL BILL #
 Originating Department
 Contact Person
 Phone Number
 FOR AGENDA OF

OB1607-28
 Finance
 Susy Haugen
 425-257-8612
 July 13, 2016
 July 20, 2016
 July 27, 2016

Initialed by:
 Department Head
 CAA
 Council President

db

<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u> Ordinance, Attachment A	<u>Department(s) Approval</u> Finance
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Amount Budgeted	\$344,605,661	
Expenditure Required	\$353,490,183	Account Number(s): See Attachment A
Budget Remaining	-0-	
Additional Required	\$8,884,522	

DETAILED SUMMARY STATEMENT:

The proposed Ordinance amends the City of Everett 2016 Operating Budget as noted below.

- General Government amendments. Increases the expenditure budget by \$1,042,169, increases the revenue budget by \$581,096, and decreases the ending fund balance by \$461,073.
- Non-General Government amendments. Increases expenditure budgets by \$7,842,353, revenue budgets by \$3,111,166 and decreases ending fund balances by \$4,731,187.

RECOMMENDATION (Exact action requested of Council):

Adopt an Ordinance approving the appropriations of the 2016 revised City of Everett Budget and amending Ordinance No. 3487-16.



ORDINANCE NO. _____

AN ORDINANCE approving the appropriations of the 2016 revised City of Everett budget and amending Ordinance No. 3487-16.

WHEREAS, the City Council has reviewed the amended budget appropriations and information which was made available; and approves the appropriation of local, state, and federal funds and the increase or decrease from previously approved programs within the 2016 Budget; and

WHEREAS, the applications of funds have been identified;

NOW, THEREFORE, the City of Everett does ordain that Ordinance No. 3487-16 is hereby amended by the amendments shown on Attachment A, which is incorporated by reference, which amendments shall be made to the 2016 Budget with a total increased appropriation amount of \$8,884,522.

	<u>Beginning Fund Balance and 2016 Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
2016 Previously Amended Budget	\$ 504,848,500	\$ 344,605,661	\$ 160,242,839
Budget Amendment #2	3,692,262	8,884,522	(5,192,260)
2016 Amended Budget	\$ 508,540,762	\$ 353,490,183	\$ 155,050,579

MAYOR

ATTEST:

CITY CLERK

Passed:
Valid:
Published:
Effective Date:

2016 BUDGET ADJUSTMENTS for Budget Amendment # 2

General Government Amendments

		Increase/(Decrease)		
<u>Fund</u>	<u>Description</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
GGA-18 Senior Center	SnoCo Human Services Grant	23,000	23,000	-
GGA-19 Police	Marine Patrol Grant	17,912	17,912	-
GGA-20 Police	Joint Task Force with USMS	6,000	6,000	-
GGA-21 Fire	Homeland Security Grant	7,500	7,500	-
GGA-22 Fire	Assistance to Firefighters Grant	526,684	579,352	(52,668)
GGA-23 Police	Parking Enforcement Officers and vehicles		185,000	(185,000)
GGA-24 Neighborhoods	Administrative Assistant		35,455	(35,455)
GGA-25 Facilities	Project Coordinator position - succession planning		53,200	(53,200)
GGA-26 Non-Departmental	Funding for IT Projects (Virtra & Text Archiving)		62,900	(62,900)
GGA-27 Administration	Director of Public Health and Safety		71,850	(71,850)
Total General Government Amendments		581,096	1,042,169	(461,073)

Non-General Government Amendments

		Increase/(Decrease)		
<u>Fund</u>	<u>Description</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
NGA-5 Motor Vehicle Division	Vehicle & Equipment Purchases	346,700	554,200	(207,500)
NGA-6 CIP 3	Kasch Park Renovation		2,700,000	(2,700,000)
NGA-7 CIP 4	Downtown Streetscape - Phase 3		3,525,520	(3,525,520)
NGA-8 CIP 1	South Precinct Roof and Main Library Windows	2,540,000	825,000	1,715,000
NGA-9 Computer Reserve	IT Projects (Virtra & Text Archiving)	66,120	66,120	-
NGA-10 Criminal Justice	Streets Initiative Flex Fund (donations and related exp)	11,675	11,675	-
NGA-11 Library Reserve	GECF contributions and related expenditures	15,000	15,000	-
NGA-12 EMS	Assistance to Firefighters Grant	131,671	144,838	(13,167)
Total Non-General Government Amendments		3,111,166	7,842,353	(4,731,187)

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-18	Senior Center	Amendment - SnoCo Human Services Grant	027A		23,000	
GGA-18	General Fund	Amendment - SnoCo Human Services Grant	002A	23,000		

Snohomish County Human Services awarded the Carl Gipson Senior Center a grant in the amount of \$23,000 to upgrade the existing video monitoring system. No matching funds are required. Council approved this contract at the June 8, 2016, Council meeting.

Increase intergovernmental revenue	002	3370700027		23,000
Increase supplies/equipment budget	027	5500000350	23,000	

	Department		Code	Rev	Exp	FB
GGA-19	Police	Amendment - Marine Patrol Grant	031A		17,912	
GGA-19	General Fund	Amendment - Marine Patrol Grant	002A	17,912		-

The Police Department (EPD) has been awarded a \$17,912 grant from the Washington State Parks and Recreation Commission (the Commission). The award is to reimburse costs of on-the-water patrols and boating education classes. The application and program approval establishes the framework between the Commission and the EPD for accomplishing the patrols, classes, and special emphasis enforcement. The ultimate goals of the activities are to reduce injury from boating incidents and to promote a safe and enjoyable boating environment for all users.

Council approved application and acceptance of this grant at the January 20, 2016, Council meeting.

Increase grant revenue	002	3336702400		17,912
Increase overtime budget	031	5220000120	17,912	

	Department		Code	Rev	Exp	FB
GGA-20	Police	Amendment - Joint Task Force with USMS	031A		6,000	
GGA-20	General Fund	Amendment - Joint Task Force with USMS	002A	6,000		

The United States Department of Justice, Marshals Service (USMS), is providing the Police Department funding to conduct and participate in joint law enforcement operations to investigate and apprehend local, state and federal fugitives, thereby improving public safety and reducing violent crimes.

Council approved the memorandum of understanding, which outlined permissible expenses to be reimbursed, at the May 4, 2016, Council meeting.

Increase intergovernmental revenue	002			6,000
Increase overtime budget	031	5701000120	6,000	

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-21	Fire	Amendment - Homeland Security Grant	032A		7,500	
GGA-21	General Fund	Amendment - Homeland Security Grant	002A	7,500		-

The US Department of Homeland Security, Federal Emergency Management Agency is providing funds to state and local agencies to enhance emergency preparedness. This grant is being passed through Snohomish County to the City to purchase three large cargo containers for storing disaster related supplies.

Council approved acceptance of this grant at the April 6, 2016, Council meeting.

Increase grant revenue	002	3339706735		7,500
Increase equipment budget	032	5150001350	7,500	

	Department		Code	Rev	Exp	FB
GGA-22	Fire	Amendment - Assistance to Firefighters Grant	032A		579,352	
GGA-22	General Fund	Amendment - Assistance to Firefighters Grant	009A	526,684		(52,668)

The Fire/EMS department has been awarded a Department of Homeland Security, Assistance to Firefighters Grant to replace low pressure self contained breathing apparatus (SCBA) equipment with a newer high pressure system. This grant requires a ten percent match. The expenditures and grant revenue will be split between Fire and EMS on an 80/20 basis. This amendment increases the Fire department's expenditure and grant revenue budgets. Please see NGA-12 for the amendment to the EMS budget.

Council awarded the request for proposal for the equipment at the June 22, 2016, Council meeting.

Increase grant revenue	002	3319700032		526,684
Increase uniform budget	032	5202621260	579,352	
Decrease ending fund balance	009	5980000490		52,668

	Department		Code	Rev	Exp	FB
GGA-23	Police	Amendment - Parking Enforcement Officers	031A		101,000	
GGA-23	General Fund	Amendment - Parking Enforcement Officers	009A		84,000	(185,000)

This amendment will increase the Police Department's budget by \$101,000 for two new Parking Enforcement Officers and the Non-Departmental budget by \$84,000 to provide funding for vehicles for these positions. The officers are being hired in an effort to increase parking enforcement within the City limits. The salary and benefit amounts included in this amendment represent five months. These positions will be included as full year positions in the 2017 budget. The M&O included with this amendment provides for initial equipment set up.

Increase salaries	031	5720000110	37,440	
Increase benefits	031	5720000210	21,910	
Increase uniforms	031	5720000260	1,650	
Increase m&o	031	5720000xxx	40,000	
Increase transfers out	009	5000001550	84,000	
Decrease ending fund balance	009	5980000490		185,000

ATTACHMENT A

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-24	Neighborhoods	Amendment - Administrative Assistant	022A		35,455	
GGA-24	General Fund	Amendment - Administrative Assistant	009A			(35,455)

This amendment increases the Neighborhoods budget for the addition of an Administrative Assistant to assist with community engagement and outreach efforts in support of the Neighborhood associations. The amount shown is for five months of salary and benefits. The position will be added as a full year position in 2017.

Increase salaries	022	5010000110	25,325	
Increase benefits	022	5010000210	10,130	
Decrease ending fund balance	009	5980000490		35,455

	Department		Code	Rev	Exp	FB
GGA-25	Facilities	Amendment - Project Coordinator	038A		53,200	
GGA-25	General Fund	Amendment - Project Coordinator	009A			(53,200)

This amendment temporarily increases the Facilities budget for a Project Coordinator position to provide for succession planning. The amount requested is for seven months of salary and benefits.

Increase salaries	038	5870040110	37,982	
Increase benefits	038	5870040210	15,218	
Decrease ending fund balance	009	5980000490		53,200

	Department		Code	Rev	Exp	FB
GGA-26	Non-Dept General Govt	Amendment - Funding for IT Projects	009A		62,900	
GGA-26	General Fund	Amendment - Funding for IT Projects	009A			(62,900)

This amendment provides the General Fund's portion of the funding necessary for the Information Technology department to move forward with the two projects listed below.

- > \$7,700 to implement a mobile text archiving solution that will increase the City's ability to comply with the Public Records Act.
- > \$55,200 in additional funding for the Police VirTra Weapons Training Simulator upgrade.

Increase transfers out	009	5000004990	62,900	
Decrease ending fund balance	009	5980000490		62,900

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
GGA-27	Administration	Amendment-Director of Public Health & Safety	004A		71,850	
GGA-27	General Fund	Amendment-Director of Public Health & Safety	009A			(71,850)

This amendment increases Administration's budget for the Director of Public Health & Safety position. This position will provide policy advice to Administration and other City departments to better coordinate city-wide efforts around public safety, criminal justice, social services, and public health. The amount requested is for five months of salary and benefits as well as initial m&o costs. The position will be added as a full year position in the 2017 budget.

Increase salaries	004	5770000110	49,619	
Increase benefits	004	5770000210	15,944	
Increase m&o	004	5770000xxx	6,287	
Decrease ending fund balance	009	5980000490		71,850

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGA-5	MVD	Amendment - Vehicle & Equip. Purchases	126A	346,700	554,200	(207,500)

This amendment increases the vehicle and equipment expenditure budget in Fund 126, MVD, for the following:

Additions:

Police - 5 patrol cars and 1 staff car for new Streets Initiative staff - \$262,700
Police - 2 scooters for new Parking Enforcement officers - \$84,000

Replacements:

Engineering	Truck	28,000
Fire	Utility vehicle	44,500
Facilities	Cargo van	36,000
Parks	Van	28,000
Parks	Flatbed trailer	5,000
Parks	2 sprayers	45,000
Parks	Toro SandPro rake	21,000

Increase vehicle expenditures - Engineering	126	5200024640	28,000	
Increase vehicle expenditures - Police	126	5200031640	346,700	
Increase vehicle expenditures - Fire	126	5200032640	44,500	
Increase vehicle expenditures - Facilities	126	5200038640	36,000	
Increase vehicle expenditures - Parks	126	5200101640	99,000	
Increase transfers in	126	3970000009		346,700
Decrease ending fund balance	126	5980000490		207,500

	Department		Code	Rev	Exp	FB
NGA-6	CIP 3	Amendment - CIP 3 Projects	154A		2,700,000	(2,700,000)

This amendment increases the CIP 3 expenditure budget for the Kasch Park Renovation project as approved by Ordinance 3489-16.

Increase CIP 3 transfers out	154	5354010550	2,700,000	
Decrease ending fund balance	154	5990000490		2,700,000

	Department		Code	Rev	Exp	FB
NGA-7	CIP 4	Amendment - CIP 4 Projects	162A		3,525,520	(3,525,520)

This amendment increases the CIP 4 expenditure budget for the Downtown Streetscape Phase 3 project as approved by Ordinance 3485-16.

Increase CIP 4 transfers out	162	5625210550	3,525,520	
Decrease ending fund balance	162	5620999490		3,525,520

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGA-8	CIP 1	Amendment - CIP 1 Projects	162A	2,540,000	825,000	1,715,000

This amendment increases the CIP 1 expenditure budget for the projects listed below and recognizes the \$2,540,000 general fund contribution made to CIP 1, as authorized in the first 2016 budget amendment.

\$500,000 for the South Precinct roof replacement as approved by Ordinance 3482-16
\$325,000 for the Main Library window replacements as approved by Ordinance 3492-16

Increase transfers out to construction funds	162	5500000550	825,000	
Increase transfers in from GF	162	3971050000		2,540,000
Increase ending fund balance	162	5500999490	1,715,000	

	Department		Code	Rev	Exp	FB
NGA-9	Computer Reserve	Amendment - IT Projects	505A	66,120	66,120	

This amendment increases the Computer Reserve Fund's budget for the following IT projects:

> \$10,920 to implement a mobile text archiving solution
> \$55,200 for the Police VirTra Weapons Training Simulator upgrade

Increase General Fund transfers in	505	3970030000		62,900
Increase Non-General Fund transfers in	505	3970030000		3,220
Increase capital outlay	505	5130000640	66,120	

	Department		Code	Rev	Exp	FB
NGA-10	Criminal Justice	Amendment - Streets Initiative Flex Fund	156A	11,675	11,675	

This amendment increases the Community Streets Initiative Flex fund revenue and expenditure budgets. The fund accepts charitable giving funds to be used to assist poor and infirm individuals who are working with the Community Outreach and Enforcement Team and/or the Chronic Utilizer Alternative Response Team (CHART).

Increase miscellaneous expenditures	156	5250000494	11,675	
Increase donation revenue	156	3670000025		11,675

**2016
Budget Adjustments
Tally Sheet**

	Department		Code	Rev	Exp	FB
NGA-11	Library Reserve	Amendment - GECF Expenditures	152A	15,000	15,000	-

The Library received more interest than expected from one of the endowment funds invested with the Greater Everett Community Foundation (GECF) of Snohomish County. The Library would like to make the funds available for programs and building improvements in 2016. This amendment increases both the contributions and expenditure budgets.

Increase contributions	152	3670000077		15,000
Increase professional services	152	5770000410	10,000	
Increase construction projects	152	5770000650	5,000	

	Department		Code	Rev	Exp	FB
NGA-12	EMS	Amendment - Assistance to Firefighters Grant	153A	131,671	144,838	(13,167)

As noted in GGA-22, the Fire/EMS department has been awarded a Department of Homeland Security, Assistance to Firefighters Grant to replace low pressure self contained breathing apparatus (SCBA) equipment with a newer high pressure system. The grant requires a ten percent match. This amendment increases the EMS department's expenditure and grant revenue budgets.

Council approved the award of the request for approval for the equipment at the June 22, 2016, Council meeting

Increase grant revenue	153	3319700153		131,671
Increase uniform budget	153	5202621260	144,838	
Decrease ending fund balance	153	5990000490		13,167